

Follow these steps to renew your license, permit or registration online with a User ID and Password

- We recommend use of a desktop or laptop computer to renew; webpages may not display properly on a tablet or mobile device.

1). Enter the User Id and Password

The screenshot shows the login page of the State of Connecticut's eLicense Website. On the left, there is a 'Welcome' sidebar with a 'Welcome' message and instructions for license renewal and fast track renewal. The main content area has a 'Welcome to the State of Connecticut's eLicense Website' header. Below this, there are three sections: 'VERIFY A LICENSE & ROSTER', 'LICENSE RENEWAL', and 'FAST TRACK RENEWAL'. The 'LICENSE RENEWAL' section is highlighted in yellow and contains the instructions for logging in with a User ID and Password. The login form on the left has fields for 'User ID' and 'Password', a 'Log In' button, and links for 'Don't have an account? Register' and 'Forgot Password? Forgot User ID?'. Arrows point from the 'User ID' and 'Password' fields in the sidebar to the corresponding fields in the main content area.

- 2). First time users will need to enter an email address and answer security questions. The system will prompt you for an email address and once entered, will send a confirmation to your email account which you will need to verify. Click "Save" once complete.

The screenshot shows the 'Change E-mail' page of the State of Connecticut's eLicense Website. At the top, there is a 'Welcome, [User Name]' message and a 'Logout' link. The main content area has a 'Change E-mail' header. Below this, there is a red warning box that says 'There are currently 2 issues with your account. Please resolve them before going further.' and links for 'No Email' and 'No Secret Answers'. The 'Change Email' section has fields for 'Current E-mail:', 'New E-mail:', and 'Enter your password:'. Below these fields, there is a blue box with instructions for email verification. At the bottom right, there are 'Save' and 'Cancel' buttons. An arrow points from the 'No Email' link in the warning box to the 'Change Email' section.

- 3). Answer the necessary Security Questions. You may select another question from the dropdown menu by clicking the arrow to the right of the question. Click Save once complete.

Welcome, CT CIVIL GROUP LLC Logout \$0.00 Checkout

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Change Security Questions

⚠ There are currently 2 issues with your account.
Please resolve them before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.
[No Secret Answers.](#)

Security Questions

You must answer 3 different security questions below.

Question 1
What is the middle name of your oldest grandchild? Answer 1*

Question 2
What is the middle name of your youngest brother or sister? Answer 2*

Question 3
What was the destination of your first airplane trip? Answer 3*

[Save](#) [Cancel](#)

- 4). You must verify the email that was sent to your email account before proceeding.

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User Account

Your security questions have been changed successfully.

⚠ There is currently 1 issue with your account.
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID: [Change User ID](#)

E-mail: [Change Email](#)

Your account or new email address has not yet been verified.
You have been sent a verification email by the system to your email address of record.
You may have to check your SPAM filter. Click on the link provided in the email.
Once clicked you will be returned to your account and provided access.

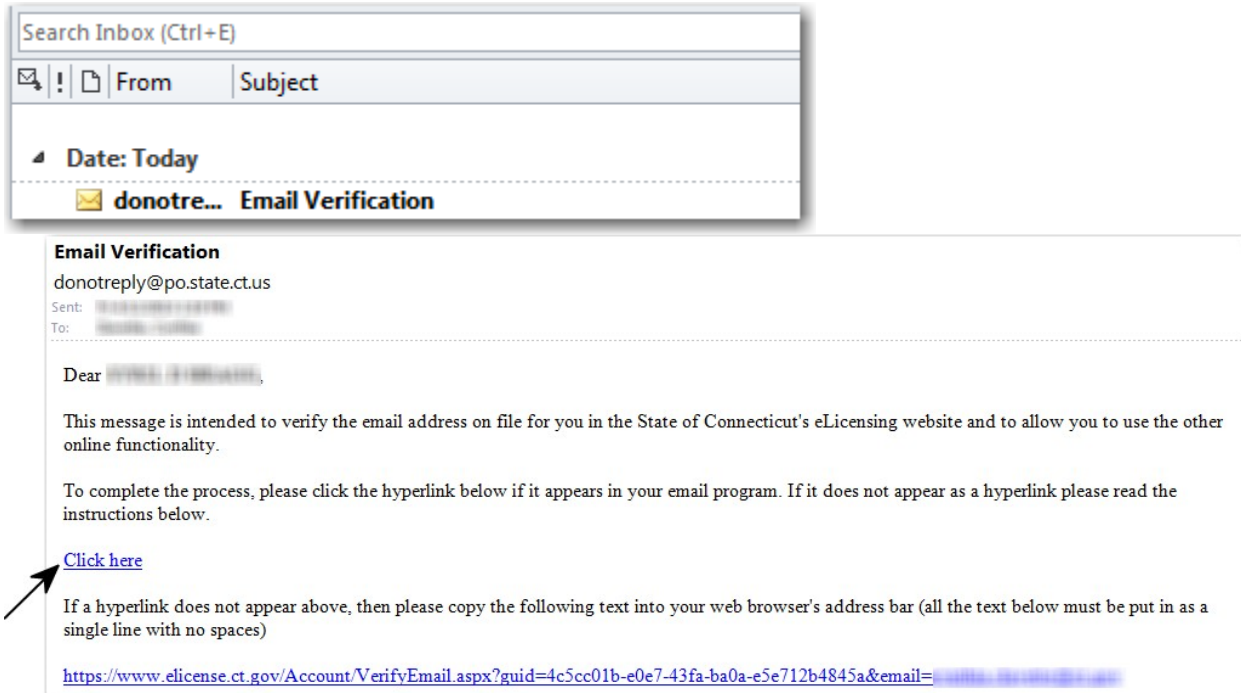
If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you.
Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email.

[Generate E-mail](#)

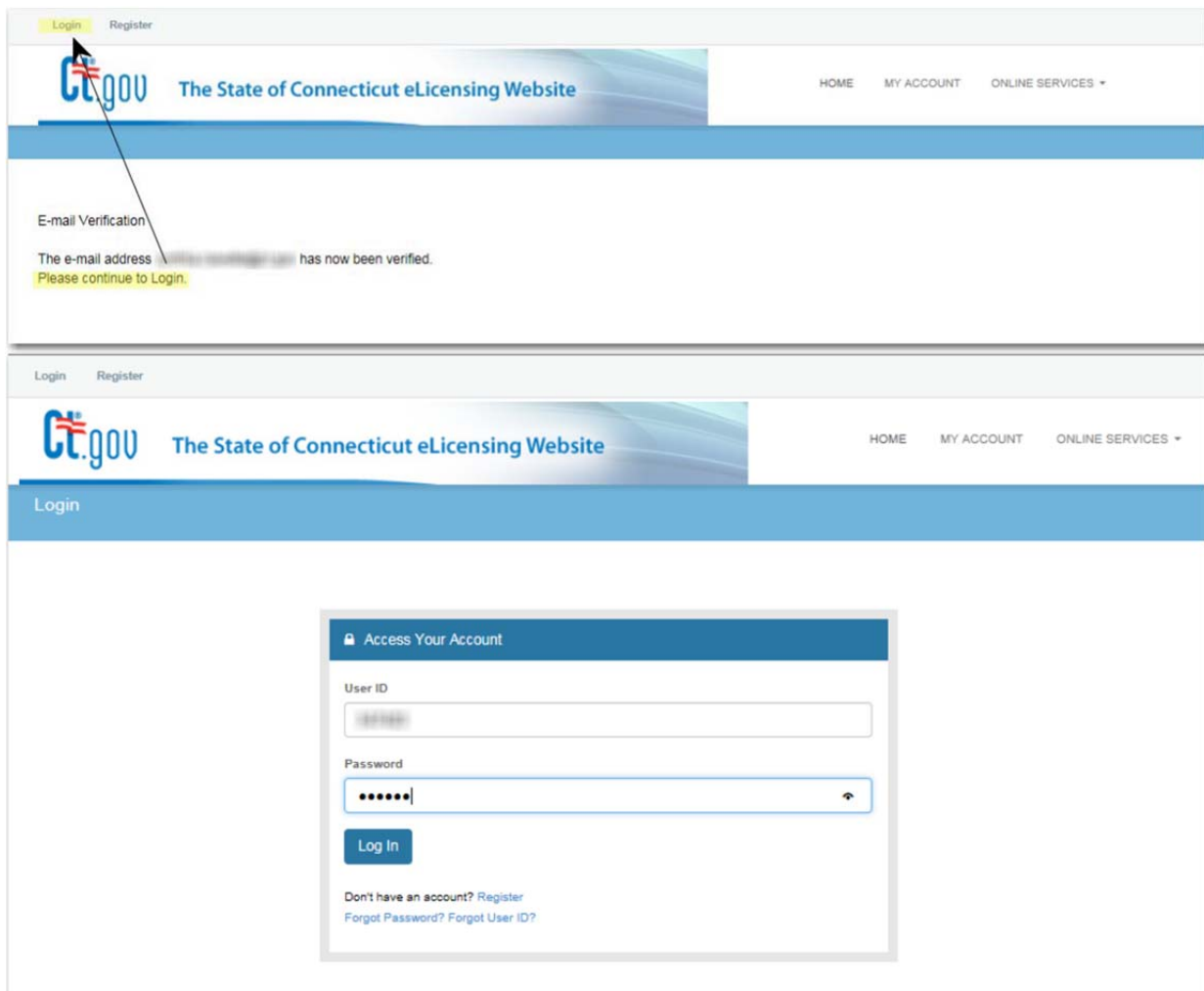
Password: [Change Password](#)

Security Questions: [Change Security Questions](#)

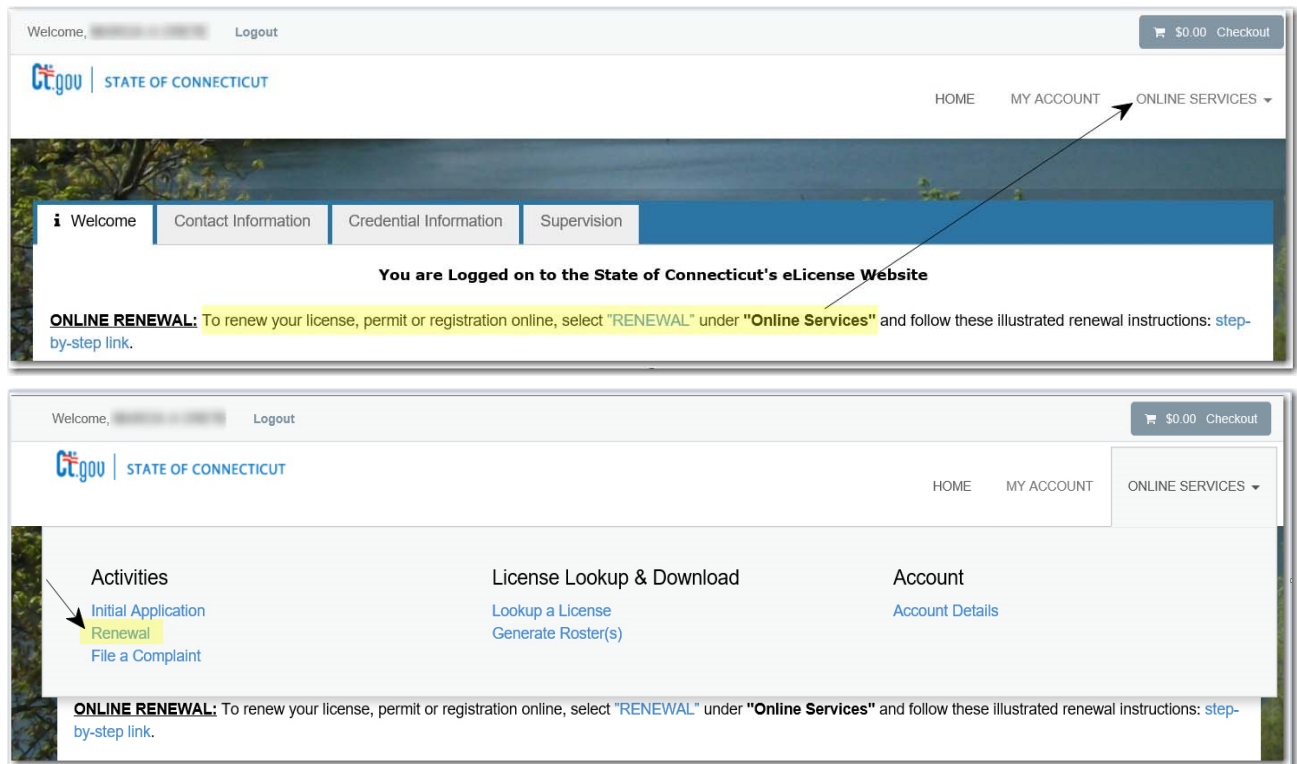
- 5). This is the email you will receive in your email Inbox. "[Click here](#)" to continue to the online renewal page.



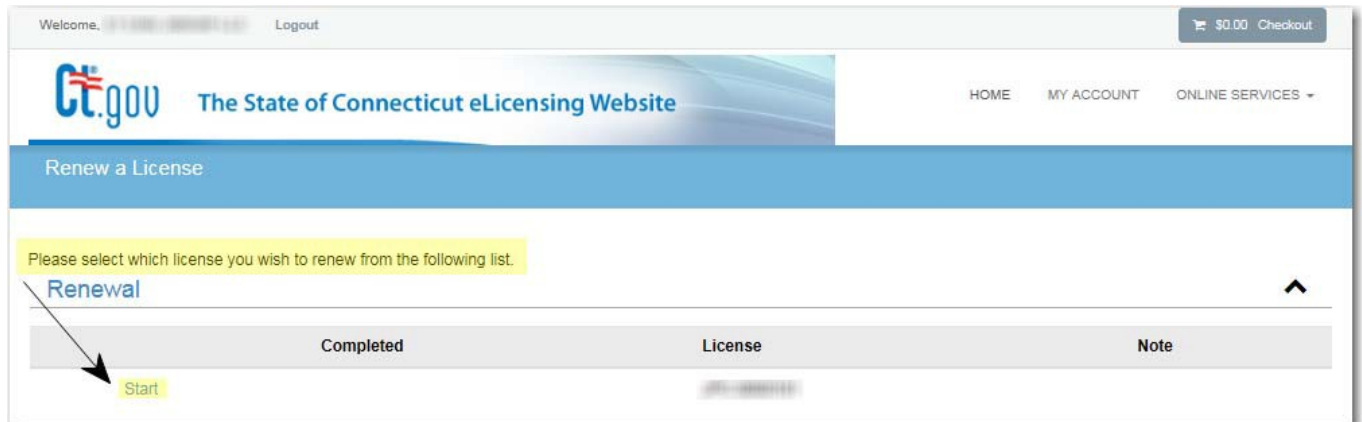
- 6). Click Login and enter your User Id and Password.



7). Once you are logged in, click Online Services and then “Renewal” under “Activities”



8). Select the license, permit or registration you wish to renew and click “Start”



9). Make any address changes and complete the question(s). Click “Next” after each section to continue to the next page.

License For [REDACTED]

New State Instructions

Address Update

1. Please update any changes to your mailing address:

Address 1: [REDACTED]
Address 2: [REDACTED]
City: [REDACTED] State: Connecticut Zip Code: 06460 Country: UNITED STATES
Telephone Number: [REDACTED]
Cell Phone: [REDACTED]

Edit Address

-- OR --Change to an address already on file:
[REDACTED] Update

2. Please update any changes to your primary address:

Address 1: [REDACTED]
Address 2: [REDACTED]
City: [REDACTED] State: Connecticut Zip Code: 06460 Country: UNITED STATES
Telephone Number: [REDACTED]

Edit Address

-- OR --Change to an address already on file:
[REDACTED] Update

Previous Next

10). Once you have completed all sections, review the information and click “Add to Invoice” for the renewal fee to be added to the invoice for payment.

License For [REDACTED]

New State Instructions

Address Update

Licensed Individuals Responsible

New Individuals Responsible

Affirmation

Review

Print Review

Fees

Renewal Fee	\$375.00
Total Fees	\$375.00

New State Instructions

NEW: As part of this renewal, you will have the ability to add and/or inactive licensed individuals responsible for signing and sealing documents on behalf of the corporation.

PLEASE NOTE: To ADD a new individual, you will be required to upload a signed and dated letter from the individual acknowledging they will be responsible for signing and sealing documents on behalf of the corporation. Please have each letter available BEFORE you continue.

Please review the following pages and complete all applicable questions.

To continue, click NEXT

Address Update

1. Please update any changes to your mailing address:

Address 1: [REDACTED]
Address 2: [REDACTED]
City: [REDACTED] State: CT Zip Code: 06460 Country: UNITED STATES
Telephone Number: [REDACTED]
Cell Phone: [REDACTED]

2. Please update any changes to your primary address:

Address 1: [REDACTED]
Address 2: [REDACTED]
City: [REDACTED] State: CT Zip Code: 06460 Country: UNITED STATES
Telephone Number: [REDACTED]

Licensed Individuals Responsible

3. Please confirm that the individuals listed below are still responsible for signing and sealing documents on behalf of the corporation.

If you need to REMOVE an individual, click on the paper and pencil icon and select "Inactive" and click "OK". DO NOT CLICK ON THE TRASH ICON

If you need to ADD a new individual, click "Add", search for the individual and click "Add". For Status select: Active.

For Relationship Type select: Licensee Responsible for Signing and Sealing. You do not need to enter any other information.

If no changes to report, click Next

Previous Add to Invoice Close and Save

- 11). The next screen will confirm you have added the item successfully and you may now click "Pay Invoice" to pay for the renewal.

Welcome, [View Cart](#) [Logout](#) \$375.00 Checkout

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Invoice Pay Invoice Print

Invoice

Date: 4/21/2016
Invoice # 1210528

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu

State of Connecticut
Online Enterprise Licensing Site

Description	Amount
Renewal - View Details	
Renewal Fee	\$375.00
Subtotal:	\$375.00
Total:	\$375.00

Pay Invoice


- 12). Enter the credit card information, name, address, telephone number and email address and click "Submit Payment."

Welcome, [View Cart](#) [Logout](#) \$375.00 Checkout

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Invoice Payment Back to Invoice

Total: \$375.00



Credit Card Instructions :
**** CVV Code Location:**
Where is CVV code?

**** Indicates a value is required**

**** Payment Type** ☒ Credit Card

**** Account Owner** Personal

**** Credit Card Type** Visa

**** Card Number** 0000000000000000

**** Expiration Month / Year** 00/00 00/00

**** CVV Code** 000

**** First Name** 000000

**** Last Name** 000000

Company Name: 0000000000000000

Attention 0000000000000000

**** Address** 000000000000000000000000

Address 000000000000000000000000

**** City** 00000000

**** State** Connecticut

**** Zip** 06460

**** Country** UNITED STATES


**** Phone** 0000000000

**** E-mail Address** 000000000000000000000000

Note: This email is used for sending a copy of your receipt.

Submit Payment

- 13). Once the transaction is complete, you will receive an "Approved" message.
Click "Print Receipt" for your records.

 STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Payment Receipt

Print Receipt

State of Connecticut
Online Enterprise Licensing Site

Date: 4/22/2016 Invoice # 1052245 Confirmation #: 358825




Approved!

You have been charged **\$375.00**. Please print a copy for your records from the button above.
This receipt is not a license or an authorization to do business.


Description	Amount
Renewal - [REDACTED]	
Renewal Fee	\$375.00
Subtotal:	\$375.00
Total:	\$375.00
Amount Paid:	(\$375.00)
Amount Due:	\$0.00

- 14). In addition to the receipt, an email confirmation will be sent confirming your payment.

Search Inbox (Ctrl+E)

   From Subject Rece

▲ Date: Today

 donotre... Invoice Receipt Mon

Invoice Receipt
donotreplylicense2@po.state.ct.us
Sent: Fri 4/22/2016 11:01 AM
To: [REDACTED]

Dear [REDACTED]

Below is your detailed paid invoice.

Thank you.

State of Connecticut

Item #	Description	Amount
	Renewal - [REDACTED]	
1071132	Renewal Fee	\$375.00
	Subtotal:	\$375.00
	Total:	\$375.00
	Amount Paid:	(\$375.00)
	Total Amount Due:	\$0.00